



The City of Belmont is
Currently Accepting Applications for:

Public Works Internships

Monday – Friday, 8 a.m. to 5 p.m.
Flexible Part Time

Under the direction of staff engineers the following two Public Works Internships are being recruited. They will be open until filled. Responsibilities for each position include:

Asset Management Database Internship

- Assist in the creation of a computer asset management system for the City's sewer, storm drain, and street infrastructure.
- Research City records and construction drawings for information about the infrastructure and enter this information into MS Access databases.
- As abilities and interest allows, the intern may assist engineering staff with other tasks including GIS data entry, mapping/graphics support, and field surveys.
- The ideal candidate will be organized, willing and able to follow directions, ask appropriate questions, and work cooperatively with a professional team. Candidates should have basic computer skills and familiarity with MS Office application including Access and Excel is desired.

This position will benefit a student interested in learning about civil engineering, public works infrastructure, computer systems, and/or public service.

Recycling Special Projects Internship

- Assist in special projects to encourage and facilitate recycling within the community.
- Typical tasks may include coordinating special recycling drives such as for cell phones, and batteries; preparing and disseminating information about recycling; and tracking and reporting recycling efforts.
- Research and propose other special projects.
- Be organized, willing and able to follow directions, ask appropriate questions, and work cooperatively.

This position will benefit a student interested in learning about environmental conservation and compliance, public works and public service.

Compensation

\$8.25 per hour with a cap on hours worked of 500 hours without benefits.

If you are interested in applying for this position, please submit a City of Belmont application for a student intern stating your interest and qualifications for either of the positions. Attach a resume or other supporting documents as appropriate with your letter.

All qualified students or recent college grads are encouraged to apply for these two positions. Please visit our website at www.belmont.gov or contact Human Resources at 650.595.7452 or Kathleen Phalen in Public Works at 650.595.7469 if you have any questions.